

WebTADS Training

Overtime Request

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Purpose

- ◆ Provide electronic requests and approvals in WebTADS for overtime, compensatory time, religious compensatory time, and holiday work.

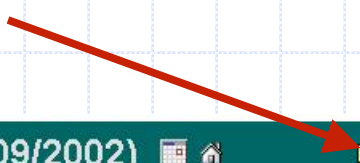
Goals and Objectives

◆ Provide:

- Request access for the Employee, Point of Contact (POC), and Approver via the Timesheet and List Timesheet pages.
- Flexible requests which allow multiple hour types and future pay period selections.
- Ability to make modification during the request / approval process.
- Adequate notification and on-screen feedback as the request status is updated
- Request justification

Creating a New Request

- ◆ From the Timesheet
 - Push the OT Request icon



Project		Total	Sun 01/27 0.0	Mon 01/28 8.0	Tue 01/29 8.0	Wed 01/30 8.0	Thu 01/31 8.0	Fri 02/01 8.0	Sat 02/02 0.0
0360000RS01	REG	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
✗ 03800000RR	HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Week 1 Total		40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

Project		Total	Sun 02/03 0.0	Mon 02/04 8.0	Tue 02/05 8.0	Wed 02/06 8.0	Thu 02/07 8.0	Fri 02/08 8.0	Sat 02/09 0.0
0360000RS01	REG	16.0	0.0	8.0	8.0	0.0	0.0	0.0	0.0
✗ 03800000RR	HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Week 2 Total		16.0	0.0	8.0	8.0	0.0	0.0	0.0	0.0
Approved: OT 12.0 HW 8.0		GRAND TOTAL:	56.0						

New Request Form

New Overtime Request for : TIGER, TIGGER T

Save for Later Submit for Approval

Initiator MONSTER, MIKE M

1 → Approver SPANIEL, LADY C

2 → Pay Period 01/27/2002-02/09/2002

Justification ← 4
Sitting console for Space Station.

Hours	Hour Type
12	OT In Lieu Of CTE
0.0	HW
0.0	RCTE
0.0	CTE

[List Overtime Requests](#)

You will need to select / fill in the following:

- (1) Approver – person who will approve your request
- (2) Pay Period in which hours will be worked
- (3) Hour Types that will be worked
- (4) Justification

New Request Operations

◆ Save for Later

- ◆ Request is not submitted yet, but the changes will be saved as is. All fields may be modified prior to submittal.

◆ Submit for Approval

- ◆ Request is submitted to the designated approver. No changes may be made by the Employee/POC after this point.
- ◆ An employee can make a request and modify it repeatedly until the request is submitted for approval.

Request Hour Types

Available hour type selections differ based on the employee's hourly rate (HR).

HR \leq GS10/S10

OT
HW
RCTE
CTE in Lieu of OT

HR $>$ GS10/S10

OT in Lieu of CTE
HW
RCTE
CTE

Deadlines for Requests

- ◆ How late may I submit a request?
 - Request for the current pay period may be made until the end of the pay period
 - Request may not be for a prior pay period
 - Critical error will occur on timesheet if there is no corresponding request to enforce the policy

List Overtime Requests

Overtime Requests for : TIGER, TIGGER T 							
Id	Submitted	Status	Initiator	Employee	Approver	Details	Justification
1	05/01/2003	Submitted 	MONSTER, MIKE M	TIGER, TIGGER T	SPANIEL, LADY C 	01/27/2002 - 02/09/2002 OT 12.0	Sitting console for Space Station.
2	05/01/2003	Approved 	MONSTER, MIKE M	TIGER, TIGGER T	MONSTER, MIKE M 	02/10/2002 - 02/23/2002 OT 4.0 CTE 8.0	Because... -- APPROVED on Thu May 01 10:53:31 CDT 2003 by MONSTER, MIKE M

Note: Missing information is marked with . Withdrawn and Expired requests are not displayed in the above list.

The List Overtime Requests page summarizes the employee's requests by providing:

- (1) Ability to duplicate request
- (2) Date submitted
- (3) Current request status with ability to view status History
- (4) Request initiator, employee, and approver
- (5) Pay period, hour type, and number of hours requested
- (6) Request justification
- (7) Actions available to the login user

Existing Request Operations

◆ View

- ◆ Request may be viewed in read-only mode at any time.

◆ Modify

- ◆ An employee may modify a request that has been saved for later. A request with this status has not been submitted for approval yet.
- ◆ An approver may modify a request's number of hours and justification after it has been submitted.

◆ Withdraw

- ◆ An employee may choose to withdraw an existing request after it has been submitted.
- ◆ "Withdraw Request" must occur before approval / disapproval.

Approving a Request

- A request is routed to a single approver. Although, other approvers who have access to that organization can approve the request via the List Timesheets page.
- The approver is notified via system generated email message that a request has been submitted. This task is also visible on the List Timesheets page.
- The details of the request are available for review, including the history, on the List Overtime Requests page.

Approving a Request

- The approver's actions include:
 - ◆ Approve
 - ◆ Disapprove
 - ◆ Modify (hours and justification)
- Once a request has been approved or disapproved, the request may not be modified.

Are you sure you wish to Approve this request? (cannot be undone)

Overtime Requests for : TIGER, TIGGER T 								
Id	Submitted	Status	Initiator	Employee	Approver	Details	Justification	Actions
2	05/01/2003	Submitted	MONSTER, MIKE M	TIGER, TIGGER T	MONSTER, MIKE M	02/10/2002 - 02/23/2002 OT 4.0 CTE 8.0	Because...	

- Upon approval / disapproval an email notification is sent to employee (and initiator if different).

Deadlines for Approvals

- ◆ How late may I approve a request?
 - Approvals may occur as late as the time of approval of the timesheet, which is typically after the payperiod has officially ended (WebTADS Monday)
 - Approval may be made “after” the time worked
 - If no action has been taken prior to the end of the pay period, a critical error will occur on the timesheet.

Timesheet Errors

The timesheet may not be approved if it contains unapproved OT, HW, CTE, and/or RCTE. The corresponding request must be submitted and approved.

1

CRITICAL_100 CTE not allowed . Corresponding request has not been submitted. CTE hrs (4.0) Need to submit hrs (1.0). [Create Request](#)

2

3

CRITICAL_101 CTE not allowed . Corresponding request has not been approved. CTE hrs (4.0) Need approved hrs (1.0). This is an APPROVER task. [Review Requests](#)

4

Normal (01/27/2002 - 02/09/2002)

Approval Status: **N**

Project	Total	Sun 01/27 0.0	Mon 01/28 8.0	Tue 01/29 8.0	Wed 01/30 8.0	Thu 01/31 8.0	Fri 02/01 8.0	Sat 02/02 0.0
0360000RS01 REG	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
X 03800000RR HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
02390983948 CTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

Project	Total	Sun 02/03 0.0	Mon 02/04 8.0	Tue 02/05 8.0	Wed 02/06 8.0	Thu 02/07 8.0	Fri 02/08 8.0	Sat 02/09 0.0
0360000RS01 REG	24.0	0.0	8.0	8.0	0.0	8.0	0.0	0.0
X 03800000RR HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
02390983948 CTE	4.0	0.0	0.0	0.0	0.0	4.0	0.0	0.0
Week 2 Total	28.0	0.0	8.0	8.0	0.0	12.0	0.0	0.0
Approved: OT 12.0 HW 8.0 CTE 3.0								
GRAND TOTAL: 68.0								

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8/13/2003

Timesheet Errors (cont.)

◆ Critical_100 - Employee

- ◆ Request has not been submitted (1)
- ◆ Click "Create Request" link to pre-fill existing hours (2)

◆ Critical_101 - Approver

- ◆ Request has not been approved (3)
- ◆ Error only visible to Approvers, Payroll, and Administrators
- ◆ Click "Review Request" link to review and approve (4)

◆ Request Approval Status

- ◆ Summary located at bottom of timesheet (5)
- ◆ Identifies total number of approved hours by hour type
- ◆ This number must match the total for the hour type on the timesheet to eliminate error message

Notification Emails


- ◆ Do I need to email my approver when I submit a request?
 - ◆ No, WebTADS automatically sends the approver selected on the request form a detailed email when a request is submitted for approval.
- ◆ My approver is out of the office, can anyone else approve my request?
 - ◆ Any approver with permission to approve your timesheet may access and approve your request.
 - ◆ You may use the "Notify" button to send another approver details regarding your request.
- ◆ May I send the details of my request to someone who is not an approver?
 - ◆ Yes, you may use the "Notify" button to send a system generated email, which includes request details, to anyone with a valid email address in the WebTADS system.


Expire Request

- ◆ What happens to a request after the pay period has ended?
 - ◆ Requests are automatically expired when the requested pay period is in the past.
 - ◆ Expired requests are not visible on the List Overtime Request page.
- ◆ I do not need a request anymore, how do I remove it from my list?
 - ◆ Requests that have not been approved or disapproved may be removed using the “Withdraw” button.
 - ◆ Approved/Disapproved requests will remain on the list until the requested pay period has past. Then the requests will automatically expire.
 - ◆ Unused approved requests will not impact the ability to approve the timesheet.

Additional Resources

- ◆ Where can I find more Overtime Request information?
 - ◆ WebTADS has a Help Desk for online support.
 - ◆ Access the online support from the very top of your timesheet page or by using the "Help" icon.
 - ◆ Select OT Request from the navigation bar on the Help page to view the list of documents.



 **WebTADS Help Desk**

Help Desk Home
FAQ
OT Request
LV Request
Icon Definitions
Acronyms
Contacts
About WebTADS

Overtime Request Training Documentation

- [Training Presentation](#)
- [Quick Reference Guide](#)
- [Frequently Asked Question \(FAQ\)](#)